

## **GUARANTEE LETTER FORMAT**

(PREPARE ON COMPANY LETTERHEAD)

Application serial number  
Agency code

The Honorable Consul  
Non-Immigrant Visa Section  
Embassy of the United States of America  
1201 Roxas Boulevard, Ermita, Manila

Date

Dear Sir/Madame:

I am writing to request the issuance/renewal of a C1/D multiple entry visa for our seafarer mentioned below that will be joining our vessel.

<b>Name of Seafarer</b>	:
<b>Position</b>	:
<b>Date and Place of Birth</b>	:
<b>Seaman Book No. /Validity</b>	:
<b>Prior U.S. Visa(s), date/place of issuance</b>	:
<b>Country and port where he/she will join ship</b>	:
<b>Date he/she will join ship</b>	:

<b>Name of Vessel:</b>	<b>Type of Vessel:</b>
<b>Flag of Registry:</b>	<b>Gross Tonnage:</b>
<b>Port of Entry into U.S:</b>	<b>IMO Number:</b>

<b>U.S. Agent:</b> Company Name	<b>Principal:</b> Company Name
Address	Address
Telephone Number	Telephone Number
Fax Number	Fax Number
E-mail Address	E-mail Address
Website	Website
Contact Person	Contact Person

Attached please find a complete itinerary for this ship, including dates for all ports visited in the past 12 months, and projected dates for all ports to be visited in the next 6 months.

In the event the seafarer is refused entry at the final destination, we guarantee to shoulder all repatriation expenses.

Thank you for your consideration of this request.

Respectfully yours,